

# OUTREACH

Recreation Solutions  
Business Management Assistant  
**GS-303-5**  
Troy, MT

**POSITION:** Recreation Solutions is outreaching far and wide to find the best candidates for the position of **Business Management Assistant**, responsible for personnel/time, property, fleet, procurement, travel, and general office services for our Enterprise Unit (EU). The selected applicant will work for the team Administrative Officer and will be located in Troy, MT. The team will be more than 50 employees by the year 2004 and business management assistance will be critical. The Troy office will house a minimum of ten team members by 2004. The incumbent should bring a high level of skills in the areas listed above. This is an extremely busy office and the incumbent will be expected to be high energy and self-starting! Because the position is part of an EU, the workload may vary depending on need.

The Recreation Solutions team focus is on implementation of the agency's Recreation Agenda, Natural Resource Agenda and GPRA goals for our recreation programs. Emphasis is on partnerships and the delivery of seamless customer service to the public. This position may require travel at times. The person selected for this position must be flexible and acceptable to change on a daily basis. The EU is funded totally from project work, which can cause priorities to change rapidly, depending on customer needs. While "enterprising" is demanding, it is also exciting. If you have high energy, hard drive and are seriously interested in being a part of improving the business we call "government" this may be the job for you!

Recreation Solutions is an internal enterprise business within the Forest Service. Employees in enterprise businesses maintain all rights and benefits of government employment. Enterprise businesses are not directly funded by appropriated dollars. They are funded by revenue generated from customer agreements and are therefore expected to be self-starting, independent, energetic and flexible in order to meet high customer demands. Travel is often necessary to meet customer needs!!

**Additional Information:** If you are interested in receiving more information about the position, please respond by email to [rmonroe@fs.fed.us](mailto:rmonroe@fs.fed.us).